



MacIntyre Academies Endeavour Academy

Medication Policy

1. Introduction and Principles

This policy sets out the practice standards relating to the acquiring, supply, storage, administration, recording and disposal of medication.

It is to ensure that children and young people at Endeavour Academy are supported to receive and take medication which has been prescribed for them as well as homely remedies, and to protect children and young people and staff from harm arising from mistakes with medication.

Underpinning the guidelines are the principles of promoting independence, choice, control, dignity and rights.

Administration of medication will be delivered in a way which respects the choices, dignity, privacy, cultural and religious beliefs, and lifestyle of the child or young person.

The policy is particularly addressed to all members of staff who are involved in acquiring, storing and administering medicine, and to management staff who supervise the procedures set out.

Endeavour Academy will ensure staff understand the principles behind the safe handling of medication and follows the procedures laid down for the control, administration, recording, safekeeping, handling and disposal of medicines.

Child or young person's consent

Children and young people at Endeavour Academies, will all be assessed around capacity to consent to medication.

A signed consent form (Consent to Medical Procedures Form) from the person/s holding legal parental responsibility will be requested allowing Endeavour Academy staff to administer medication (both prescribed and homely remedies, including homeopathic). There may be individual protocols in regard to this that must be agreed with the Academy such as emergency medications, for example inhaler or EpiPen. This consent form must be kept up to date in the medication file.

A new consent form must be completed each time there is a change to the dose or medication and the old consent form must be archived with the Academy records.

The consent/instructions must specify the medicine, the frequency, dose, route and circumstances under which it will be administered and any side effects that may be associated with the medicine. Written consent forms to be updated annually or when there is a change to an individual's medication.

All children and young people are encouraged to be an active participant in the medication administration process, details about children and young people's medication preferences will be found in individual medication profiles.

Children and young people must consent to medication being administered and medication should never be administered against a child's will unless in an emergency and at the direction of a health professional.

All CYP may have a preference in the way in which they take or are given their medicines, or who gives medicine to them and when. This may be due to religion or a number of other reasons. The CYP choices and preferences must be identified and taken into account within a risk management framework. A record of the preference must be kept and documented in their Medication Profile.

All medication refusals must be recorded on a MAR Sheet using the Key code description at the bottom of the MAR Sheet. If refusals become regular then a multi- Agency meeting must be held with the CYP to discuss ways of supporting and Managing Medication.

Any CYP who might self- administer in the future would only do so following a multi- disciplinary decision and this would be detailed in their Placement Plan and on their Medication Profile.

Covert administration of medicines

'Covert' is the term used when medicines are administered in a disguised format without the knowledge or consent of the person receiving them, for example, in food or in drink.

Covert medication is sometimes necessary and justified, but should never be given to people who are capable of deciding about their medical treatment. Given medication by deception is potentially an assault. Covert administration can only be considered when a person lacks capacity to make a decision about their medical treatment or if the covert administration is part of a documented plan in accordance with the Mental Health Act.

Where a person lacks capacity, the use of covert administration is governed by the principles and procedures of the Mental Capacity Act.

Medication must not be administered covertly for CYP without a multidisciplinary decision led by Consultant Psychiatrist and including parents and significant others. This would be clearly documented in the student's Medication file and signed by parents and psychiatrist; this would require to be in the CYP best Interests.

2. Staff Training/Competence

All staff at endeavour house will receive medication training as part of their induction. Staff are given a medication workbook and must complete a minimum of five observed administrations before being signed off as competent by the head of care. The school nurse is responsible for training school staff in the safe administration of medication.

The 'Medication Training record Form must be kept up to date by the Head of Care and trainer with the names of all the staff listed on it detailing which staff are authorised to conduct various medication-related procedures.

The initials that staff use to sign for medication is recorded on the 'Log of Staff Signatures and Initials' HOC needs to ensure that this Log is always kept up to date. Each member of staff must make sure that both initials of their name are used to sign the MAR sheet and that they match those on the Signatures Log.

Training records must be kept onsite and reviewed annually.

For each shift there is a designated person assigned responsibility for administering medication and holding the key to the medication room, this is allocated at Staff Handover.

If in any circumstances the designated Medication Administrator passes over responsibility to another member of staff, times of any changes and signatures must be included on the shift planner updates. Exceptions to this procedure include:

- Where a student declines medication from the Medication Administrator and a substitute member of staff takes on this responsibility.
- Where a student is off site and medication has been administered during a community visit.
- The Medication Administrator is involved in a situation with a student in such a manner that they are unable to administer medication.

The shift leader asks someone deemed competent in administering medication (as stated above) to check all medication records (including PRN and controlled Medication) records at each handover and these are signed as checked on the handover sheets.

3. Ordering of Medication

The Head of Care (HOC) or Team Leader is usually responsible for ordering the medication in endeavour House.

In the absence of HOC/Team Leader a suitably trained member of staff is designated to order the medication.

Medication is ordered on a monthly basis of routine medication, sometimes more frequently if medication is prescribed during the month. All medication to be renewed to remain on a rolling monthly order.

All medication needs to be prescribed by an appropriate health professional.

Order medication by referring to the repeat prescription form and the MAR sheet. Request the prescription from **Bury Knowle Surgery** and ensure a copy is taken, a photocopy of the prescriptions is sufficient, HoC and TL to check that medication is correct and no changes have been made.

Once ordered the prescriptions will be sent to Boots, Cowley road to be processed.

Out of hours information/medication can be obtained by either calling the GP number above or calling NHS Direct on 111.

Under no circumstances should a verbal prescription be used.

Daily medication stock checks are carried out by a trained member of staff who will report any discrepancies immediately to the head of care or a member of the senior leadership team.

4. Receiving Medication

The address of the GP Practice for Endeavour House, is:

Bury Knowle Health Surgery, 207 London Road, Oxford. 01865 761651.

Medication is prepared, labelled, MAR Sheet and medication is delivered from:

Boots, 151A Cowley Road, Oxford, OX41UT. 01865 243633.

All medication must be locked in a medication cabinet as soon as it enters the house. It must be signed in at the earliest opportunity (and before any is administered) by staff at Endeavour House.

Procedure for signing in medication:

- All medication received must be in the original, suitably labelled containers as dispensed by a pharmacist.
- This must have a printed pharmacy label containing the child or young person's name, date of dispensing, name and strength of medicine, dose and frequency. Instructions stating 'as directed' or 'as prescribed' are insufficient and must be checked with the child or young person's health professional and accurate details recorded on the MAR.
- Controlled drugs must be checked into the house by two appropriately trained members of staff, and recorded and signed for in the Controlled Drugs Register. The amount of any controlled drugs received must also be entered on the 'MAR Sheet' (Boots Mar Sheet). Once signed in then the controlled drugs must then be stored in the doubly locked controlled drugs cabinet.
- Staff to check the medication received against the photocopied Prescription.
- Check that the details on all the medication labels are identical to those on the Medication Administration Record (MAR) for the next Month.
- Check that the medication listed on the MAR sheet represents the medication which has come into the house and all medication which the CYP is currently taking by referring to the previous MAR sheet.
- Check that medication cabinets are clean and all medication is stored in the medication locked cabinet.
- Check that any specific information about the use of medication which may be needed by staff is recorded in the medication file and communicated to staff, e.g. medications that require storing in the fridge.
- Ensure that medications are clearly labelled with their opening and expiry date; and this information is shared with the whole staff team at Endeavour House.
- Any over the counter' medications e.g. vitamins will be printed on a label by a Team Leader or Head of Care, and the professional advice must be written alongside the MAR to approve giving the medication.

5. Storage of medication

All Medicines to be stored securely in a lockable facility, and should never be left unattended or stored anywhere other than the appropriate facility. Keys for this must also be kept secure and separate from the locked containment. Controlled must be stored in a lockable container in a locked medication cabinet in a locked room or in an appropriate controlled drug cupboard.

All medicines on Endeavour Academy premises are stored in a secure, locked storage facilities in a lockable room. The temperature of the room should be monitored to remain between 16 and 25 degrees centigrade.

The medication cabinet should be fixed securely to a solid wall. The cupboard must be kept securely locked at all times when not in use.

- Only medication listed on the MAR Chart should be stored in the medication cupboard.
- Surplus medication should be returned to Boots at the end of each month, with the returns Book completed, on collection by the Boots driver they will sign to say received.
- All returns are put in the Boots Blue Bag on the day new medication been dispatched, and ready to handover to Boots driver.
- The medication cabinet keys are carried by the Team Leader/ Shift Lead and they should never be left unattended.
- The designated Medication Administrator is clearly identified by the shift planner and there are clear handover points where the designated Medication Administrator is identified.
- The doors to the medication room, are fob access only.
- For certain conditions such as epilepsy and allergies, it may be necessary for CYP's to carry their medication with them when off site. All these CYP's need to be risk assessed to establish if they are able to carry their medication safely on their own person or if they require the staff to carry it.
- Any medication taken off site including epilepsy medication needs to be signed out using the medication signing in/out form.
- Medication must be stored at a temperature below 25 degrees. During hot weather the temperature for the medication room should be recorded on a daily basis on the 'Medication Cabinet Temperature Form' and appropriate action taken if the temperature falls outside the acceptable range stated on the Form.

Refrigerated Medication

If a medicine needs to be stored in a refrigerated environment, then a fridge should be sought (if not already there). The Registered manager will arrange for this to be actioned. In the absence of a fridge for a short term emergency procedure the medicine can be kept in the central store in the medical room.

The optimum temperature for medications which require refrigeration is between 2 and 8 degrees centigrade.

If the temperature is outside this safe range then action must be taken to rectify, such as safe disposal and replacement of the medication in question and action recorded, if this cannot be achieved then advice should be sought from a pharmacist before the stored medication is used. Ensure there is a written procedure of action if this is the case.

All medication that requires refrigeration must be stored in a fridge that is for medication only. An electronic minimum/maximum fridge thermometer must be used for recording on fridge temperature charts.

6. Record Keeping

Any medical information relating to administration of medication, including Medication sheets, should be stored in a lockable room. All other medical information will be kept in the child or young person's working file in Endeavour Academy. Old records are stored securely and then archived in accordance with MacIntyre Academies Trust Retention Schedule.

6.1 Medication Stock Control Checks and Medication Audits

Staff at Endeavour House carry out daily medication audit checks and reports any errors/discrepancies immediately to the Head of Care or any other members of the Senior Leadership Team. It remains the responsibility of the Head of Care to ensure that the task is done correctly.

The Head of Care undertakes 6 monthly Medication Audit using MacIntyre Academies Trust Medication Audit template.

6.2 Medication Sheets

Medication sheets have to be stored in lockable room. They have to be completed by competent and qualified staff (trained in the safe handling and administration of medication). Designated staff who have had training and competency assessment.

The person who actually administers the medicines on each occasion must initial the Medications sheet.

All staff storing and administering medication need to fill out a staff signature sheet, to record the initials used and name of staff. This record of signatures is to be kept on file with the Medication charts, and renewed every 3 months.

6.3 Paracetamol

Parents/Guardians must be informed of the Academy policy on the administration of Consent to administer Paracetamol.

Paracetamol is kept in school for emergency use only for fever or pain. A signed consent form stating the strength and amount of Paracetamol to be given must be obtained prior to administration. Paracetamol can be administered by authorised appropriately trained members of staff in accordance with the consent form.

Parents are not required to send Paracetamol in as a general use paracetamol will be stored on site, this will be stocked checked alongside our other medication on site.

School staff will telephone parents to ensure that sufficient time has elapsed between doses before administering.

6.4 Homely Remedies

Homely remedies are 'normally' bought 'over the counter'. All such medicines (such as aspirin, Paracetamol, cough linctus, laxatives, indigestion tablets, and creams, e.g. antihistamine, fungicidal or emollient) must be prescribed by the GP.

Homely remedies will be printed on to a Boots MAR sheet as per routine prescriptions.

All Homely remedies can be prescribed by the GP and adhered to with routine stock check and should be clearly labelled with instructions as per Boots Dispensing.

Homely Remedies also can be returned to Boots Pharmacy as per routine Medications.

7. Medical Information

All staff should adhere to the Confidentiality Policy when disclosing medical information about a child or young person. This should always be done on a 'need to know' basis.

All staff at Endeavour Academy are subject to their own duties of confidentiality, as are independent practitioners, such as therapists and health care professionals.

No member of staff should withhold any significant medical information or information related to a child or young person's wellbeing from Endeavour Academy.

The Head of Care is accountable for drug alerts sent through by MHRA in regard to medicine safety.

8. Administration of Medication

The Seven 'rights for administration' are:

- ✓ Right medication
- ✓ Right dose
- ✓ Right patient
- ✓ Right documentation
- ✓ Right time
- ✓ Right route
- ✓ Right to refuse

All this information is on the packaging and the label of the medication.

- A MAR – Individual Medication Administration Record will be completed every time any medication is administered. The maximum dosage in 24 hours must be recorded on the MAR sheet for PRN medications. A standard code must be used if medication is not given or missed (see codes at bottom of Boots MAR sheet).
- Staff must not administer any medication unless it has been authorised by a relevant health professional. Written authorisation must be obtained from the GP, Head of Care or Psychiatrist.
- If new medication is received and authorised out of hours and TL/ HOC/ SMT (on Call) are available to update the MAR sheet, then HoC together with the TL (or other suitably competent staff member) can complete a temporary MAR sheet and add the medication details onto this by hand until it can be transferred to a printed alternative. This must include the name of the medication, dosage, amount and frequency.

The hand-written addition should be signed by the HoC at the earliest opportunity. Handwritten amendments can only be made by HoC with their TL or senior on site, GP or Consultant Psychiatrist – **though at the earliest opportunity Boots would issue the new MAR sheet.**

- Staff must record the administration on the MAR sheet at the time of administration and not prior to or at a later date. Staff must sign the MAR sheet with the two initials of their name and these initials must match the initials laid out on the Log of Staff Signatories form.
- Endeavour House is responsible for making sure that all records relating to medicines are kept correctly and retained for 1 year after the young person has left before being archived and kept for at least 25 years after date of the last entry, in accordance with MacIntyre Academies Trust Retention Schedule.

Procedure for Administering Medication

- Administer one medication at a time before signing the MAR sheet (and PRN sheet, if relevant) and moving to the next medication.
- Follow the MAR sheet and ensure that the right dose is given to the right CYP at the right time and in the right way. The Medication Profile will confirm identity of the CYP.
- Ensure that all details on the MAR sheet match the details on the medication packaging/label before issuing the medication.
- Ensure you have individual PRN guidelines to refer to if needed.
- Ensure you Sign the Back of the MAR sheet for PRN medication, and complete the necessary information the MAR sheet.
- Ensure you have the Controlled Drugs Register if needed.
- Once each medicine is administered sign the MAR sheet with initials. Your initials must match those on the Log of staff signatories and initials.
- If the dose is refused or missed, note this using the codes at the base of the MAR sheet.
- If a staff member makes an error or misses medication, please fill in 'A Medication Concern/Error Form' and Incident form.
 - 'A Medication Concern/Error Form' must be completed when a CYP refuses medication and this form needs to be passed onto the HOC.
 - When a variable dose is prescribed e.g. "one or two tablets" the quantity taken must be documented on the MAR chart.
- All prescribed medication is defined by time of administration to ensure doses are given at the correct time.
- If medication is not able to be given at the prescribed time for any reason then a discussion with HoC, and advice sought from NHS Direct 111 if required.

PRN Medication – Administration

'As required' (PRN) medication is administered for three main reasons at Endeavour Academy:

- The relief of pain e.g. Paracetamol for the relief of headaches, period pains or to combat fever/high temperature
- For the control of seizure activity in CYP's with epilepsy, e.g. Diazepam, Midazolam
- Prescribed for specialist treatment by GP or Health Professional.

The decision to give extra medication should never be taken lightly and should always be in the best interest of the children and young people. Staff must always follow individual PRN guidelines. Current PRN medication which is still within its expiry date should be carried over to the next month, and monitored through a stock check.

The maximum dose to be given in 24 hours must be recorded on the MAR sheet together with the necessary time lapses between medications.

Controlled Drugs – Administration

- Only staff who have completed Medication Workbook 1 and are up to date with their Annual Review of Authorisation to Administer Medication, and been signed off as competent, are able to administer controlled drugs.
- A second authorised member of staff must witness the administration of Controlled Drugs.
- Controlled Drugs administered by staff must be stored in a metal cupboard which complies with the Misuse of Drugs (Safe Custody) Regulations 1973. This includes the use of a heavy gauge metal cabinet with a double locking mechanism.
- Staff should ensure that CYP are given their medication directly. All CYP to be supported to have their medication in a quiet safe place.
- Receipt, administration and disposal of Controlled Drugs must be recorded in a (bound book) Controlled Drug Register.
- Once the Controlled Drug has been taken and both staff members have witnessed the administration, both the staff must check the amount of medication left and agree that the balance is correct and sign the MAR sheet and the Controlled Drugs Register.
- There must not be any cancellations, obliterations or alterations. Corrections (using a single line through) must be signed and dated in the margin or at the bottom of the page. Record any errors, refusal or omission on the MAR sheet and CYP Progress notes and notify HOC/SMT immediately.

Anti-Psychotic Medication

All CYP have a review determined by the Consultant Psychiatrist, who will attend Endeavour to monitor and ensure the prescription is effective. In the event of Concerns the Consultant psychiatrist can be contact for an earlier review.

Any Medication changes would be prescribed by the Psychiatrist and the Prescription can be copied and taken to Boots for dispense.

Inhalers

Inhalers should be kept in a designated safe place and must be immediately available to the child at all times but out of reach of other children. Inhalers should be self-administered or administered by authorised trained members of staff as appropriate.

Anti-Epileptic Medication

Individual seizure protocols should be accessible to all staff. Staff must have completed the relevant training before they are able to administer any emergency medications. Individual epilepsy protocols and associated risk assessments must be adhered to at all times. The Academy Nurse provides training on seizure management and emergency medication administration to school and children's home staff.

Administration using Specialised Techniques

Staff at Endeavour Academies, Oxford must not undertake any tasks which fall within the responsibilities of the community nursing services, e.g. the administration of injections and enemas, catheter care, etc.

9. Drug Administration Errors

In the case a drug administration error has been made, advice should be sought immediately from the Head of Care or on call manager as well as seeking medical advice if a child or young person has been given the wrong medication, wrong dose or expired medication or any other mistake. This advice can be sought from the Pharmacist, GP, A & E Department or the 111 NHS Helpline.

The error needs to be recorded as an incident, and an Accident/Incident sheet will need to be written.

10. Misuse/Theft

Any suspected misuse or theft of medicine must be reported immediately to the Head of Care/Members of the Senior Leadership Team who will complete an Accident/Incident form and report this to the relevant bodies.

In the case of missing Controlled Drugs the Police must be notified.

11. Changes to Medication

- Any decisions regarding changes to medications will be made by an appropriate professional, staff at Endeavour are not to make any changes to prescribed medications.
- Any changes/reductions would need to be clearly indicated on the MAR sheet.
- Staff supporting CYP to appointments must clearly write up all information and actions on the appropriate form:
- For All appointments (Psychiatry, GP, Dentist, Optician, OT, etc.), complete a Health Appointment Information Form
- The Head of Care and Team Leaders must ensure that the Medication Profile is updated if medication changes.
- Medication can be altered at the direction of a GP or consultant psychiatrist/dentist. This may be relayed via a face to face visit, or during a medication review, a prescription would be issued, and the medication can commence as soon as received from Boots.

12. Disposal of Medication

A record must be made of all medication disposed of (i.e. lost, spoiled, returned to pharmacy) on the 'returns form'. Where returned to the pharmacy, the form must be signed by the staff returning the medicine to the pharmacy and the Boots driver collecting the returns.

Disposal of Controlled Drugs

The amount of Controlled Drugs for disposal must be recorded in the Controlled Drug Register and on the 'Medication Disposal Record'.

13. Off Site Medication

- All medication taken off site must be signed in and out of the house on the 'Record of Medication Taken Off Site Form' All medication administered whilst off site must be accounted for (including medication administered by parents). Any discrepancies must be notified to the Head of Care.
- Any medication taken off site must always remain in its original packaging.
- In the case of the Children/Young People regularly going out of the home, for example each lunch time, their GP may be asked whether medication due at lunchtime could be taken at a different time or if an alternate time can be agreed.
- Secondary dispensing or the use of unsuitable containers, such as envelopes must never take place.
- **The MAR sheet must be completed with relevant code if on Leave at Parents.**
- If members of staff have any doubt about the abilities of parents to administer medication safely or effectively to their CYP whilst they are on home visits then the Head of Care must be notified. The Head of Care must ensure that the 'Medication Guidelines for Parents' is handed **to all parents** when they pick up their child to take them home. The staff member must ensure that they record the handing over of this letter in the communication book.
- Staff must count all medication back into the house on its immediate return and highlight any discrepancies on the 'Record of Medication Taken off Site Form'.

Useful Resources

Related Documentation	Publisher	Web Address
The Handling of Medicines in Social Care	Royal Pharmaceutical Society	www.rpharms.com
British National Formulary	British National Formulary	www.medicinescomplete.com
Maladministration of Medication	Social Care Institute of Excellence	www.scie.org.uk
Health and Safety At Work Act 1974	Health and Safety Executive	www.hse.gov.uk
Management of Health and Safety Regulations 1999	Health and Safety Executive	www.hse.gov.uk
Mental Capacity Act 2005	Gov.uk	www.legislation.gov.uk
Medicine Act 1968	Gov.uk	www.legislation.gov.uk
Misuse of Drugs Regulations 2001	Gov.uk	www.legislation.gov.uk
Health and Social Care Act 2008		
Policy Checklist for managing medicines in care homes	National Institute for Health and Care Excellence	www.nice.org.uk
MHRA	Gov.uk	www.gov.uk